


# Walkthrough of changes to the budget portion of the BDDS WebTool


July 1, 2007 State Line Conversion Project

As presented in trainings to the BDDS SLI provider agencies, August and September 2007

---



**STATE OF INDIANA**



Division of Disability and Rehabilitative Services

[Home](#)

BDDS Links  
[Provider Info](#)

Login

Log In

User Name:

Password:

Log In

If you do not remember you username and/or password, please contact your provider representative. The Bureau of Developmental Disabilities Services does not retain individual usernames or passwords for this budget tool.

**Notice**  
We are gathering user IP addresses to help in the prosecution of unauthorized use of this website. If you are not an authorized user of this website you should exit now.

Copyright © 2006 - 2007  
Boyer Incorporated. All rights Reserved.


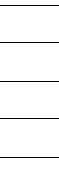
## Points:

- Passwords should not be shared between users
- Provider Representative assigns and maintains usernames and passwords

## Walkthrough of changes to the budget portion of the BDDS WebTool

# July 1, 2007 State Line Conversion Project


*As presented in trainings to the BDDS SLI provider agencies, August and September 2007*

 <h1 style="margin: 0;">STATE OF INDIANA</h1> <p style="margin: 0;">Division of Disability and Rehabilitative Services</p> 	<div style="float: left; width: 20%;"> <a href="#">Home</a>             Menu              <a href="#">Budget</a>              <a href="#">Claim</a>             Instructions             BDDS Links              <a href="#">Provider Info</a>   <a href="#">Logout</a>              wigljh         </div> <div style="float: right; width: 80%; padding-left: 20px;"> <h2 style="margin: 0;">DDRS Web-Based Tools</h2> <h3 style="margin: 0;">Instructions</h3> <p>Do not use your web browser navigation buttons/icons, back and forward, or your web browser refresh button/icon at any time in this application. Also, do not use the ALT key to go back and forward or the F5 key to refresh. If you take any of these actions, you will lose everything that you had entered in the entire session. Please use <b>ONLY</b> the navigation links provided for you as part of this application.</p> <p>This note is to inform you that there is a time limit for this application, currently set at one hour per session. It is necessary to have a time limit for HIPAA confidentiality purposes and for efficient operation of the system. What this means is that you must click on one of the active links on the web page within one hour of starting each session (budget). If you do not click on one of</p> </div>
<p><b>Points:</b></p> <ul style="list-style-type: none"> <li>If you cannot access the proper section contact your Provider Representative</li> <li>When navigating in the WebTool, remember to use the buttons and links in the WebTool and not the IE buttons (Back, Refresh, etc)</li> <li>You may need to scroll to view some messages and fields on the screen</li> </ul>	

## Walkthrough of changes to the budget portion of the BDDS WebTool

## July 1, 2007 State Line Conversion Project


*As presented in trainings to the BDDS SLI provider agencies, August and September 2007*



STATE OF INDIANA

Division of Disability and Rehabilitative Services

Provider Processing



Provider: ANTHONY WAYNE REHABILITATION CENTER FOR HANDICAPPED AND BLIND

[Home](#)
[Budget](#)
[Instructions](#)

BDDS Links  
[Provider Info](#)

[Logout](#)  
 test03

[6 RLA budgets to complete](#)
[9 submitted budgets](#)
[280 budgets to renew](#)

No News to Display.

---

Points:

- At this time, only budgets that require action by the provider or by BDDS will be visible on the WebTool
- If a person does not have a budget that is pending action by the Provider or BDDS, their name will not be listed on the WebTool
- Budgets are linked to the Provider on file, and not to a particular regional office or WebTool user.

[illegible]

*As presented in trainings to the BDDS SLI provider agencies, August and September 2007*


- If an approved budget extended beyond 06/30/2007 and had an RLA, the budget was cancelled, and an RLA Budget Type was created with the same monthly RLA amount from the "pre-conversion" budget.
- If the BDDS has a question regarding an RLA budget that was submitted, the budget will be returned to this list for your review and edit.

[illegible]


# Walkthrough of changes to the budget portion of the BDDS WebTool

July 1, 2007 State Line Conversion Project

As presented in trainings to the BDDS SLI provider agencies, August and September 2007



**STATE OF INDIANA**  
Division of Disability and Rehabilitative Services  
**Provider Processing**



Provider: ANTHONY WAYNE REHABILITATION CENTER FOR HANDICAPPED AND BLIND

[Home](#)  
[Budget](#)  
[Instructions](#)  
BDDS Links  
[Provider Info](#)  
[Logout](#)  
test03

[Consumer](#) [Transition](#) [Assets](#) [Income](#) [Expenses](#) [Housemates](#)  
**Personal Information**  
Consumer ID: 19695  
Consumer: E  
DOB: 10/18/1939  
Budget ID: 81929  
Start Date: 7/1/2007  
Duration (Months): 3  
Stop Date: 9/30/2007  
Describe why the basic needs of this individual need to be supported with State funds  
Explain why the budget is being submitted after services began or after expiration of the previous budget  
[Preview Budget](#)

Total Community Transition Supports	\$0.00
Total Assets	\$0.00
Total Monthly Expenses	\$0.00
Total Month Income/Benefits	\$0.00
Total Monthly RLA Amount	\$0.00
Average Daily RLA Amount	\$0.00
Total RLA for duration of budget	\$0.00

[Submit](#)

**Errors:**  
Budget submitted after services began or after expiration of previous budget.  
Total amount requested on this budget is \$ 0.00, please review.  
You must enter information in the box "Describe why the basic needs of this individual need to be supported with State funds".  
Housing level explanation required.  
The "Number of persons in home" must be completed on the "Housemates" tab before the RLA can be computed correctly.  
The "Number of persons in home receiving DD services" must be completed on the "Housemates" tab.


## Points:

- The **Errors** listed on the lower right corner of the screen will disappear as the budget is completed.
- The RLA duration is still dependant upon compliance with the *BDDS Guidelines for Costs and Expenses*
- The RLA Budget Type review and approval process has not changed

# Walkthrough of changes to the budget portion of the BDDS WebTool

July 1, 2007 State Line Conversion Project


As presented in trainings to the BDDS SLI provider agencies, August and September 2007



## STATE OF INDIANA

Division of Disability and Rehabilitative Services

### Provider Processing



Provider: ANTHONY WAYNE REHABILITATION CENTER FOR HANDICAPPED AND BLIND


[Home](#)  
[Budget](#)  
[Instructions](#)  
BDDS Links  
[Provider Info](#)  
[Logout](#)  
test03

### Budgets to Renew

Name:  -- All Budget Types --

Consumer	Budget Type	Start Date	Stop Date	
	Community Support SEFA	07/01/2007	06/30/2008	<a href="#">Renew</a>
	Community Support SEFA	07/01/2007	03/31/2008	<a href="#">Renew</a>
	Community Support SEFA	07/01/2007	11/30/2007	<a href="#">Renew</a>
	Community Support SEFA	07/01/2007	06/30/2008	<a href="#">Renew</a>
	Community Support SHELTERED	07/01/2007	06/30/2008	<a href="#">Renew</a>
	Community Support SEFA	07/01/2007	06/30/2008	<a href="#">Renew</a>
	Community Support SEFA	07/01/2007	01/31/2008	<a href="#">Renew</a>
	Community Support SEFA	07/01/2007	06/30/2008	<a href="#">Renew</a>
	Community Support SEFA	07/01/2007	06/30/2008	<a href="#">Renew</a>
	Community Support SHELTERED	07/01/2007	06/30/2008	<a href="#">Renew</a>
	Community Support SHELTERED	07/01/2007	06/30/2008	<a href="#">Renew</a>
	Community Support SEFA	07/01/2007	06/30/2008	<a href="#">Renew</a>
	Community Support SEFA	07/01/2007	06/30/2008	<a href="#">Renew</a>
	Community Support SHELTERED	07/01/2007	07/31/2007	<a href="#">Renew</a>
	Community Support SHELTERED	07/01/2007	07/31/2007	<a href="#">Renew</a>

[Next >](#)

Done  Local intranet

## Points:

- This screen can be filtered to show budgets by Type
- If an approved budget extended beyond 06/30/2007 and funded services, the budget was cancelled, and an appropriate Budget Type was created and listed on this screen for final review and renewal.

# Walkthrough of changes to the budget portion of the BDDS WebTool

July 1, 2007 State Line Conversion Project

As presented in trainings to the BDDS SLI provider agencies, August and September 2007



**STATE OF INDIANA**  
Division of Disability and Rehabilitative Services  
**Provider Processing**



Provider: ANTHONY WAYNE REHABILITATION CENTER FOR  
HANDICAPPED AND BLIND

[Home](#)  
[Budget](#)  
[Instructions](#)  
BDDS Links  
[Provider Info](#)  
[Logout](#)  
test03

**Renew Budget**

Consumer Id	32444
Consumer Name	B
Budget Type	Community Support SEFA
Budget Id	78969
Start Date	7/1/2007
Stop Date	6/30/2008
Duration	12
Budgeted Amount	\$4,500.00
Overage Amount	\$0.00

ISP Completed for budget ☐

☐ Requires Change  
☒ Accept as Entered

This budget has been pro rated based on \$ 4,500 annual amount.

Budget Notes

Submit

## Points:


- Every budget must be based on goals contained in a current ISP for the individual
- The box "ISP Completed for budget" must be checked before a budget can be accepted or marked as "Requires Change"
- Some budgets have pre-determined amounts, based on Type




# Walkthrough of changes to the budget portion of the BDDS WebTool

July 1, 2007 State Line Conversion Project

As presented in trainings to the BDDS SLI provider agencies, August and September 2007



**STATE OF INDIANA**  
Division of Disability and Rehabilitative Services  
**Provider Processing**



Provider: ANTHONY WAYNE REHABILITATION CENTER FOR HANDICAPPED AND BLIND

[Home](#)  
[Budget](#)  
[Instructions](#)  
BDDS Links  
[Provider Info](#)  
[Logout](#)  
test03

**Renew Budget**

Consumer Id	15762
Consumer Name	C
Budget Type	Residential Services
Budget Id	76947
Start Date	7/1/2007
Stop Date	2/29/2008
Duration	8
Budgeted Amount	\$2,133.33
Overage Amount	\$0.00

ISP Completed for budget ☐

[Calculation](#)

☐ Requires Change  
☒ Accept as Entered

Use "Calculation" button to view how the NEW annualized budgeted amount was calculated.

Budget Notes

Submit

## Points:


- If a provider accepts a budget, it is automatically Approved by BDDS.
- If a budgeted amount was based on previous billing for the individual, clicking the Calculation link will show how that amount was achieved
- A provider may provide for an individual any appropriate service available through the budget TYPE during the budget TIMEFRAME as long as the budget TOTAL is not exceeded.




# Walkthrough of changes to the budget portion of the BDDS WebTool

July 1, 2007 State Line Conversion Project

As presented in trainings to the BDDS SLI provider agencies, August and September 2007



**STATE OF INDIANA**  
Division of Disability and Rehabilitative Services  
Provider Processing



**Budget Figures Used to Calculate New Budget**

Month	Year	Billing	Scope
7	2006	606.5500	OVER
8	2006	607.6500	OVER
9	2006	242.6800	IN RANGE
10	2006	232.9400	IN RANGE
11	2006	457.2300	OVER
12	2006	509.6100	OVER
1	2007	331.8400	IN RANGE
2	2007	224.4800	IN RANGE
3	2007	175.6800	UNDER

**NEW** Average Monthly Budget Amount: **\$257.99** (IN RANGE)  
**ORIGINAL** Average Monthly Budget Amount: **\$317.36** (ALL)  
New Annualized Budget:  
Annualized Billed Amount: **\$3,095.88**  
Applied Increase (3.5%): **\$3,204.24**  
**New Annualized Budget Amount: \$3,300.00**  
**New Budget Amount: \$2,200.00**

Close

Points:

- A billing amount was considered "in range" if it was within 40% of the average monthly billed amount.

Questions regarding State Line budgets or claims can be sent to BDDSHelp@FSSA.IN.GOV

# Walkthrough of changes to the budget portion of the BDDS WebTool

July 1, 2007 State Line Conversion Project

As presented in trainings to the BDDS SLI provider agencies, August and September 2007

---



**STATE OF INDIANA**  
Division of Disability and Rehabilitative Services  
**Provider Processing**



Provider: ANTHONY WAYNE REHABILITATION CENTER FOR  
HANDICAPPED AND BLIND

[Home](#)  
[Budget](#)  
[Instructions](#)  
BDDS Links  
[Provider Info](#)  
[Logout](#)  
test03

**Budgets Submitted for Approval**

Name:

Consumer	Start Date	Stop Date	
	07/01/2007	06/30/2008	<a href="#">Review</a>
	07/01/2007	07/31/2007	<a href="#">Review</a>
	07/01/2007	06/30/2008	<a href="#">Review</a>
	07/01/2007	09/30/2007	<a href="#">Review</a>
	07/01/2007	07/31/2007	<a href="#">Review</a>
	07/01/2007	07/31/2007	<a href="#">Review</a>
	07/01/2007	07/31/2007	<a href="#">Review</a>
	07/01/2007	06/30/2008	<a href="#">Review</a>
	10/01/2007	12/31/2007	<a href="#">Review</a>


Points:

- These budgets are pending an action by BDDS and cannot be edited by providers


# Walkthrough of changes to the budget portion of the BDDS WebTool

July 1, 2007 State Line Conversion Project

As presented in trainings to the BDDS SLI provider agencies, August and September 2007



**STATE OF INDIANA**  
Division of Disability and Rehabilitative Services  
**Provider Processing**



Provider: ANTHONY WAYNE REHABILITATION CENTER FOR  
HANDICAPPED AND BLIND

[Home](#)  
[Budget](#)  
[Instructions](#)  
BDDS Links  
[Provider Info](#)  
[Logout](#)  
test03

**Review Budget**

Consumer Id	1217
Consumer Name	B
Budget Type	RLA
Budget Id	81748
Start Date	7/1/2007
Stop Date	9/30/2007
Duration	3
Budgeted Amount	\$0.00
Overage Amount	\$0.00

**Budget Notes**

This Budget was created to allow you to continue serving this individual.

Return


## Points:

- These budgets can be either RLA or services budgets


# Walkthrough of changes to the budget portion of the BDDS WebTool

July 1, 2007 State Line Conversion Project

As presented in trainings to the BDDS SLI provider agencies, August and September 2007



**STATE OF INDIANA**  
Division of Disability and Rehabilitative Services  
**CLAIMS TOOL**



Provider: ANTHONY WAYNE REHABILITATION CENTER FOR HANDICAPPED AND BLIND

[Home](#)  
[Create New Claim](#)  
[Instructions](#)  
BDDS Links  
[Provider Info](#)  
[Logout](#)  
test03

Claims in Progress

Claim	Service Month	Billing Month				
Another Terry's July	07/01/2007	08/01/2007	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Preview</a>	<a href="#">Submit</a>
April 2007 Additional Billing	04/01/2007	05/01/2007	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Preview</a>	<a href="#">Submit</a>
January 2007 Manual Claim	01/01/2007	06/01/2007	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Preview</a>	<a href="#">Submit</a>
jen test	07/01/2007	08/01/2007	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Preview</a>	
testjen	06/01/2007	08/01/2007	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Preview</a>	<a href="#">Submit</a>
testjen2	08/01/2007	08/01/2007	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Preview</a>	<a href="#">Submit</a>

Submitted Claims

Claim	Service Month	Billing Month		
Additional billing December 2006 (RLA)	12/01/2006	02/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
Additional billing for Comm Support and Nursing	12/01/2006	02/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
Additional billing November 2006	11/01/2006	01/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
Additional claim for Dec 2006	12/01/2006	02/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
Additional claim for Nov 2006	11/01/2006	01/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
Additional claim Nov 2006	11/01/2006	01/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
April ESN billing	04/01/2007	05/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
April 2007 ESN billing	04/01/2007	05/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
April 2007 Residential, Caregiver, Comm Support &	04/01/2007	05/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
April ESN	04/01/2007	06/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
Community Support	11/01/2006	12/01/2006	<a href="#">Print</a>	<a href="#">Review</a>
Community Supports & Nursing	01/01/2007	02/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
December Community Supports and Nursing Claim	12/01/2006	01/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
December Residential Claim	12/01/2006	01/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
Dons Claim	06/01/2007	08/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
February 2007 Add'l Comm / Nursing / ISC claim	02/01/2007	08/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
February additional residential claim	02/01/2007	04/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
February Community Supports and Nursing	02/01/2007	03/01/2007	<a href="#">Print</a>	<a href="#">Review</a>
February Indirect Service Coordination Claim	02/01/2007	03/01/2007	<a href="#">Print</a>	<a href="#">Review</a>

Points:

- You must preview a claim before it can be submitted
- If any one record on a claim is past the 60-day billing deadline, the claim cannot be submitted
- The status of a submitted claim can be found by clicking the "Review" link

Questions regarding State Line budgets or claims can be sent to BDDSHelp@FSSA.IN.GOV